

TITLE, SERIES, GRADE: Budget Analyst, GS-560-09/11/12

SALARY RANGE: GS-09: \$48,108 - \$62,546 per annum
GS-11: \$58,206 - \$75,669 per annum
GS-12: \$69,764 - \$90,698 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-12

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-031

AREA OF CONSIDERATION: Government-wide (status candidates only) and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 04/01/08

CLOSING DATE: 04/15/08

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Budget Operations, Budget Execution Staff, Washington, DC

NUMBER OF VACANCIES: One Position

Join the world's largest law office and the central agency for enforcement of federal laws! The U.S. Department of Justice enforces the law and defends the interest of the United States while ensuring public safety by preventing crime, seeking punishment of those guilty of unlawful behavior and ensuring fair and impartial administration of Justice for all Americans.

The Criminal Division develops, enforces, and supervises the applications of criminal laws. Our team provides a wide variety of legal expertise on issues ranging from asset forfeiture and money laundering to child exploitation and obscenity to intellectual property crime and cybercrime to human rights. The Office of Administration, Budget Operations staff seeks a highly motivated candidate to serve as a Budget Analyst to oversee reimbursable agreements, quarterly reporting requirements and financial status reports.

JOB SUMMARY

- Serves as a liaison between internal Department of Justice components and other government agencies to oversee and execute reimbursable agreements.
- Meets quarterly reporting requirements, develops monthly financial status reports for internal sections, maintain records according to audit standards, prepares documents for audit, and assists in coordination of the monthly Division status report.
- Assists in various ad hoc reporting requirements, responds to inquiries from sections, assists the budget planning staff in developing estimates, and develops cost estimates for training, overhead, office expenses and payroll projections.

- Performs other duties as assigned.

QUALIFICATIONS REQUIRED: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

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For the GS-09 level: One year of specialized experience equivalent to the GS-07 level which has equipped you with the knowledge of commonly used budget and/or finance practices, procedures, regulations, precedents, policies and guides.

Examples of specialized experience at this level include:

Determining whether obligations, expenditures and allotments are within funding limitations of an approved budget; compiling analyzing and making corrective entries to income, operating expenses, and budget; compiling and organizing large amounts of information; and producing documents, forms, and correspondence.

For the GS-11 level: One year of specialized experience equivalent to the GS-09 level which has equipped you with the knowledge and skill in applying, commonly used budget and finance principles, practices and methods of budget execution.

Examples of specialized experience at this level include:

Compiling, correlating and consolidating individual estimates for such items as personal salaries and expenses, travel, etc. Entering consolidated estimates in accepted formats on appropriate forms and schedules. Analyzing and comparing selected object class and line item obligations and expenditures in the approved operating budget. Determining whether estimates of funding needs and requests for allotments are in line with program plans and work methods.

For the GS-12 level: One year of specialized experience at the GS-11 level which has equipped you with the knowledge and skill in knowledge of the policies, precedents, goals, objectives, regulations and guidelines in regards to budget execution.

Examples of specialized experience at this level include:

Analyzing and evaluating continual changes in program plans and funding and their effect on financial and budget milestones. Monitoring the execution of a budget with many different sources and types of funding such as direct multi-year appropriations, allotments from many different appropriations, transfer

of funds from other agencies, reimbursements for services performed, revenue from working capital funds, and trust accounts.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the process, concepts, regulations, policies and procedures related to Federal budget formulation, presentation, and execution.
- 2) Skill in the development and use of automation technology as applied to budget reporting, tracking, and monitoring of financial status.
- 3) Ability to analyze data, including use of spreadsheets.
- 4) Ability to effectively communicate both orally and in writing in order to provide information and recommendations on budget issues.

EVALUATION METHODS: Applicants meeting minimum qualifications will be further evaluated on the extent and quality of their experience, and the degree to which their total experience and training demonstrates the Quality Ranking Factors.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you

are applying;

- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will not be accepted.
- If submitting a resume all requested information as outlined in this vacancy announcement must be

included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918